

Plainfield Public Library, Head of Youth Services
Full-time; 35 hours a week; Civil Service position

The Plainfield Public Library seeks a passionate and innovative leader to become our Head of Youth Services. The newly designed position will oversee Children's, Tween, and Young Adult services in a multicultural city with a population of over 50,000.

Collaborating closely with the Assistant Director, the Head of Youth Services will direct the Youth Services team, overseeing everything from scheduling, performance assessments, mentoring, and training. The successful candidate will be responsible for managing the department's budget, as appropriated, as well as developing and updating the collection. The Head of Youth Services will coordinate with their team to design engaging programming for children and teens. Additionally, they will cultivate strong partnerships with local educational and community organizations, which will include off-site engagements as necessary. Currently, the Youth Services team consists of four staff members.

The ideal candidate will bring a fresh, innovative outlook on how public libraries can adapt to serve their communities in the 21st century, with a willingness to embrace and drive change. Above all, we want someone who is truly enthusiastic about youth services and is committed to delivering outstanding customer service.

Position is open until filled but applications submitted before November 15 will be given preference. Desired start date is early December 2024.

Required Education and Experience:

- MLS from an accredited college or university.
- NJ Library Certificate from Thomas Edison University.
- Five years minimum supervisory experience with strong leadership and problem solving abilities.

Skills:

- Working knowledge of research and grant writing highly preferred.
- Exceptional organizational skills.
- Ability to read and speak Spanish highly preferred.
- Capacity to work effectively with people of diverse cultures and community engagement.
- Proficient in Canva and social media promotion.

Salary and Benefits:

Salary offered at \$75,000 commensurate with experience and qualifications. Benefits package including Medical Insurance, Dental coverage, life insurance, and participation in the New Jersey Public Employee Retirement System (PERS). Paid holidays, vacation and sick time. Participation in NJLA, PLA, and ALA is encouraged. NJLA membership is paid by the Library.

Send Resume and cover letter to jobs-yp@plfdpl.info